

Contract Receipt, Review, and Post Award

ONE BOOK

Chapter 3-2

Revision: June 1999

DCMC Policy ...

Offices shall establish contract files, regardless of contract part or type, in a manner which provides documentation sufficient to constitute a complete history of transactions for the purpose of providing a complete background as a basis for informed decisions at each step in the contract mgt. process; support actions taken; provide information for reviews and investigations; and furnish essential facts in the event of litigation or congressional inquiries.

FAR 4.802, DFARS 204.802 and DLAI 5015.1

Upon receipt of the contract ...

- Make distribution to the appropriate functional elements
- Perform a thorough review
- The extent of our participation will vary from one contract type to another (refer to contract type link in the One Book chapter)

Upon receipt of the contract ...Continued

- Acknowledgement letter prepared, as appropriate....
 - * identify assigned personnel
 - * signed by the ACO or other designated official
 - * forwarded to the buying activity
 - * a copy may be forwarded to the contractor

Review for data base integrity

- All contracts, non-procurement instruments and modifications
- If abstract available and no contract the ACO shall request copy from the buying command NLT 10 working days from date of abstract
- If contract received and no abstract ACO shall request DFAS input NLT 10 days of receipt of contract

More Database Integrity

- Verify contract and agreement data in MOCAS
- Provide changes to Trusted Agent *or*
- Document changes on DLA form 1797 to DFAS *or*
- Document on Form 1716 and forward to the PCO

More Database Integrity... Continued

The file shall be documented to show review was accomplished.

- If review completed on-line, remarks section of DLA 1533 shall be annotated to show the review was completed including results.
- If review was completed using a hard copy of the abstract, annotate the abstract and file in the contract.

Analyze and Assess

- All Part A contracts and BOAs shall be reviewed
- Multi-functional review shall be performed and documented in the file
- Assess risk to determine the necessity of a PAOC (formal/informal/telephone/letter)
- ACO shall complete/document using DLA Form 1533 and incorporate into the file

Note: ODO contracts are assigned to Part A, for folderizing, files retention and post award determination, however, they are to be treated as Part B contracts. Information Memo 99-208, June 10, 99.

THE PAOC

- **Consistent with the contract award**
- **ACO shall solicit support from necessary specialists to include DCAA and DFAS**
- **Contract deficiencies documented using DD Form 1716 and reported to ACO/PCO**

PAOC continued

- Meeting minutes documented, signed by the chairman and distributed (DD Form 1484)

Be sure to include:

“ Nothing contained in this report nor discussed during the course of this conference shall be construed as amending the terms and conditions of this contract”

A Few More Points ...

- **Level of Risk = Level of Support**
- **Be certain of DCMC's delegated responsibility (FAR 42.302)**
- **Is a MOA(s) necessary?**
- **Surveillance Planning**

Electronic Document Workflow EDW

- How will it impact CRRP Requirements?

The most current link to the Contract Receipt Review and Post award ONE Book chapter is the EDW Business Rules. CRRP requirements remain the same. Ways to comply with criteria could include the use of Documetrix for multifunctional reviews.

EDW continued ...

Or the incorporation of a contract review checklist into EDW or on a shared drive.

The important thing to remember is to show consistent evidence that the requirements of CRRP have been met.

The Key is ...

DOCUMENTATION